



LEWIS AND CLARK COUNTY

Water Quality Protection District

REQUEST FOR QUALIFICATIONS for Assistance in Development of the Lake Helena Watershed Restoration Plan

Introduction

The Lewis & Clark County Water Quality Protection District (WQPD) is issuing a Request for Qualifications (RFQ) for consulting services to assist in the development of an approved Watershed Restoration Plan (WRP). Accordingly, the WQPD is inviting consultants to respond to this RFQ. Included in this RFQ is a draft scope of services and tasks and other information describing the potential opportunity.

All questions pertaining to the RFQ shall be directed to the primary contact of Jim Wilbur, Water Quality District Coordinator at (406) 457-8927 or the secondary contact Jennifer McBroom, Watershed & Outreach Coordinator at (406) 457-8584. **Contractors are required to complete the RFQ and submit it to Lewis & Clark County Water Quality Protection District, 316 N. Park Avenue, Room 230, Helena, MT 59623 by 5:00 p.m. July 31, 2012.**

Background

The Lewis & Clark County WQPD and the Lake Helena Watershed Group (LHWG) were awarded a Montana Department of Environmental Quality (DEQ) 319 grant to develop an approved Watershed Restoration Plan. Jennifer McBroom, the WQPD Watershed & Outreach Coordinator is the Project Manager for this effort and also serves as the Coordinator of the Lake Helena Watershed Group. An Advisory Committee for the development of the WRP has been created that includes representatives of the WQPD, Lewis & Clark County, LHWG, Jefferson County Conservation District, City of Helena, and DEQ. The WRP will be created in accordance with the U.S. Environmental Protection Agency (EPA) guidance document entitled "Handbook for Developing Watershed Plans to Restore and Protect Our Waters" (EPA 841B-08-002) and must be approved and accepted by DEQ when completed.

The WRP for Lake Helena Watershed will be built on the "Framework Water Quality Restoration Plan and Total Maximum Daily Loads (TMDLs) for the Lake Helena Watershed Planning Area: Volumes 1 & 2". Volume 1 was issued in 2004 and Volume 2 was issued in 2006 by DEQ and prepared by the EPA. The WRP will be developed with solicited input from a

wide range of stakeholders within the watershed. The LHWG would like to involve watershed stakeholders in identifying and prioritizing water quality improvement activities in a restoration plan and continue the progress in addressing sediment, temperature, metal, and nutrient over-enrichment problems in the streams in the Lake Helena watershed.

Estimated Budget Range and Timeline

The estimated budget for the completing of this project is \$22,000.

The approximate timeline in the development of the WRP is:

- Summer 2012 – Hire Consultant
- Fall/Winter 2012 – Begin stakeholder contacts and interviews and meetings, review existing data, identify major issues and components of the WRP
- Winter/Spring 2013 –Begin writing plan, identify data gaps and prioritize plan elements
- Summer/Fall 2013 – Develop draft plan for editing and development of maps/tables/other elements, and appendices
- Winter/Spring 2013/2014 – Finalize WRP and submit to DEQ for review
- Complete & distribute final plan – By April 2014

Objectives and Goals

The objective of this Project is to develop a science-based, community supported voluntary action plan focusing on strategies that produce the greatest benefits to the residents of the watershed. The ultimate goal is to make the watershed a place where people work together to achieve resource management objectives for improved water quality, environmental well-being and economic vitality.

Scope of Services/Tasks:

The WQPD and LHWG are seeking qualified consultants to provide a range of potential services in the development of a watershed restoration plan that addresses the EPA nine elements of a Watershed –based Restoration Plan (WRP). Listed below are some criteria called for in this watershed development process that the potential consultant would be expected to contribute to the development of this WRP:

1. Have experience and the ability to assist in the development and implementation of a communication plan with stakeholders and the WRP Advisory Committee.
2. The ability to work and include all interested stakeholders who participate in the development of the WRP and assist incorporating their input into the WRP.
3. The ability to provide technical writing and editing in the development of the WRP.
4. The ability to compile data, format information, and assist with document development.
5. Assist in the planning process overview.
6. Not required but potentially beneficial would be familiarity with watershed restoration plans, TMDLs, restoration methods and monitoring, and GIS capabilities.

In terms of expertise, the successful candidate should have excellent oral and written communication skills, some technical expertise, and some planning expertise. Technical

expertise in water resources is suggested. The consultant should have demonstrated expertise as a project manager. The focus of the consultant work is intended to be on the process of planning. Dealing with technical data can be worked on jointly by the consultant and the advisory committee.

Contract Requirements

The Lewis & Clark County is the fiscal agent for this project. The contractor must meet Lewis & Clark County contract requirements which include:

- Proof of workers' compensation coverage or letter of exemption as an independent contractor.
- Proof of liability insurance. Minimum coverage of \$750,000 single incident and \$1.5 million aggregate.
- CONTRACTOR must furnish proof of insurance to Lewis & Clark County prior to commencing work under this agreement. The Lewis & Clark County must be listed as an additional insured on the general liability insurance certificate for this agreement.
- It is understood by the parties hereto that the CONTRACTOR is an independent CONTRACTOR and that neither its principals nor its employees, if any, are employees of Lewis and Clark County for purposes of tax, retirement system, or social security (FICA) withholding.

RFQ submittal and requested information

Submittals should include a letter of interest and current resume(s) of person or persons who would be working on this project indicating previous experience in similar planning efforts, and pay levels for types of work described above. Please include brief samples of previous work and a list of references. Interested parties should submit five (5) copies of materials composing the RFQ to:

Jim Wilbur, WQD Coordinator
Lewis & Clark County Water Quality Protection District
316 N. Park Avenue, Room 230
Helena, MT 59623

The RFQ submittals must be received **by 5:00 p.m. July 31, 2012 to be considered for this contracting process.** A selection committee will review the submittals and if necessary interviews may be scheduled prior to determining the successful candidate with whom a contract will be negotiated.

Questions regarding the RFQ submittal may be directed to Jim Wilbur, Water Quality District Coordinator at (406) 457-8927 or emailed to jwilbur@co.lewis-clark.mt.us or Jennifer McBroom, Watershed & Outreach Coordinator at (406) 457-8584; jmcbbroom@co.lewis-clark.mt.us.